

TSCNA IV Committee Planning Meeting Minutes
May 13, 2006 – Radisson Plaza/Hilton Hotel
Fort Worth, TX

1. Opened meeting in usual manner with Serenity Prayer, Traditions, Concepts, Service Prayer and Mission Statement.
2. Roll call.
3. Secretary Report given – minutes from last meeting not read aloud, but copies are available to all attendees, no changes or additions needed to April's minutes.
4. Treasurer Report written and turned in (I do not have an electronic copy to add to this report – Jenny)
5. Entertainment Report – Have the banquet and breakfast centerpieces, also have poster for entertainment made, submitted for proofreading – committee suggested some additions to poster – will be done and returned to secretary who will have poster made.
6. Hotel Liaison Report – Will be discussing motorcycle parking with hotel – perhaps have a section marked off with cones for motorcycles??; discussion about convention center setup and coffee prices – should we allow Starbucks to set up concessions or should we spend 288.00 for 15 gallons of coffee? - decided to bargain with Starbucks a little more to see if we can still get some complimentary coffee and water set up for newcomers; Hospitality and Merchandise rooms will be available for setup at 2pm Thursday before the convention
7. Hospitality Report – Flyers are out to get volunteers for working Hospitality Suite shifts that are not covered by groups volunteering food and workers; Downtown Group in Ft Worth is providing food and workers for lunch on Sat.; Step One in Ft Worth will provide food and workers for dinner Fri nite; Expect a Miracle in Burleson has a sign up list at their group and will provide volunteers, maybe more; Hospitality chair has been looking at prices at Sam's and is concerned about having to purchase everything at one place, feels he can save more money and get more by comparison shopping and going to more than one place – is asking for a solution in this regard – we determined that we can find one, will check with the Advisory Board treasurer for possible solutions to using the debit card to purchase, therefore eliminating the need to go to only one place
8. Committee agreed on the following prices for Merchandise:
 - All shirts - \$10.00
 - Towels - \$5.00
 - Embroidered Jackets - \$65.00
 - Hats - \$10.00
 - Patches - \$5.00
 - Mugs - \$5.00Decided with the abundance of pens – we will give away a pen with any purchase
Decided we will sell any tote bags left after Sat nite registration closes on Sunday for \$6.00
Determined no minimum limit on credit cards would be needed, since there is nothing priced under \$5.00
All merchandise is printed at this time except for the mugs.

9. Committee agreed that “on the spot” approval for money handlers might be needed, as we had so few people show up for cash register training and approval. Committee agreed that executive committee (Steve (chair), Ashley (treasurer) and Jenny (secretary) can determine approval as long as ALL THREE agree and the following conditions are met: the person has 3 yrs or more clean and they are not a vendor at the convention.
10. List of things left to do at this point:
 - Name badges
 - Posters
 - Banner
 - Programs
 - Food/drink purchases for hospitality
 - Convention center coffee
11. Closed in usual manner – WE’RE READY!!!!
12. Next meeting Thursday, May 25 at the Radilton the night before the Convention starts – 7pm

In loving service,
Jenny M.